

SECRET

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Support Services Staff, DDS
ATTN : Chief, Records Management Branch
FROM : Chief, Records Management Staff, OC

RMS-M-67-078
DATE: 29 August 1967

25X1
SUBJECT: [REDACTED] Records Control Schedule,
Number 50.02-60: Amendment

1. Item 65 of the subject Records Control Schedule requires that Station Books of Accounts be transferred to the Finance Division at the end of three (3) fiscal years. These accounts pertain to confidential funds and are sent to the Records Center [REDACTED] by the Finance Division. These disposition requirements place a workload on the Finance Division which are considered unnecessary because of the proximity of these records to the Records Center [REDACTED]

2. In view of the above, it is recommended that the disposition instructions for the above records be changed to read as follows:

<u>Item Number</u>	<u>Files Identification,</u>	<u>Disposition Instructions</u>
65	Station Books of Accounts	Permanent. Retain for three (3) fiscal years then transfer to Records Center.

25X1

CONCURRENCES

[REDACTED]

Office of Finance

Attachment:

Records Control Schedule 65

Approved For Release 2005/06/22 : CIA-RDP78-00487A000100200006-5

Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

Aug 30 1967
Date

5 September 1967
Date

